

Management System: Safeguards and Security**Subject Area: Personnel Security****Procedure: Maintaining Security Awareness****Issue Date and Revision Number:**

1/11/2016 1

Lead Subject Matter Expert:

Shaun Meadows

Management System Owner:

Ken Armstrong

1.0 Applicability

This procedure applies to Security and other personnel, which are responsible for developing and delivering various types of safeguards and security awareness briefings. To the extent that all personnel are required to complete initial security awareness briefing, this procedure has applicability to all EMCBC Federal and contractor personnel.

2.0 Required Procedure

This procedure identifies the steps for developing Initial Briefings, Comprehensive Briefings, Refresher Briefings, and Security Termination Briefings.

	Initial Briefings:
Step 1	The Security Specialist develops an initial briefing. An initial briefing should be provided to all new EMCBC Federal and contractor personnel that are issued either a local security badge with photograph or an HSPD-12 Credential.
Step 2	The briefed individual completes a signed acknowledgement form, which documents completion of the briefing.
Step 3	The Security Specialist maintains the signed acknowledgement forms.

	Comprehensive Briefings:
Step 1	The Security Specialist develops a Comprehensive Briefing and provides the briefing to employees upon their receipt of the grant of an access authorization/security clearance. Employees complete the briefing and execute an SF-312, Classified Information Nondisclosure Agreement. (Note: The Acceptance Block must be signed by a person authorized to accept the SF-312 on behalf of the U.S. Government.)

Step 2	The Security Specialist maintains all completed SF-312s, Classified Information Nondisclosure Agreements.
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	Refresher Briefings
Step 1	The Security Specialist develops a Refresher Briefing and provides the briefing to all EMCBC employees and contractors who hold an Access Authorization. The briefed employee completes an acknowledgement form to document completion of the briefing.
Step 2	The Security Specialist maintains the signed acknowledgement forms.

	Security Termination Briefings
Step 1	The Security Specialist provides a Termination Briefing to employees whose Access Authorization/Security Clearance is being terminated. After completing the Termination Briefing, the individual completes Security Termination Statement (DOE F 5631.29, or successor form).
Step 2	The Security Specialist submits the completed Security Termination Statement Form, to the Cognizant Personnel Security Office to complete termination of the Access Authorization/Security Clearance.
Step 3	Notification of the termination of the Access Authorization/Security Clearance is submitted to the Human Resources Business Partner Drug Program Coordinator to ensure the employee's name is removed from the random drug testing list.

3.0 References – Forms/Attachments/Exhibits

3.1 Forms

- SF-312, Classified Information Nondisclosure Agreement
- DOE F 5631.29, Security Termination Statement

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management (OTSAM) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	Quality Records Classification (Lifetime or Non-Permanent)
ADM 18-21-B	Security Clearance/Access Authorization Administrative Subject Files	OTSAM	N/A
ADM 18-25-B	Classified Information Nondisclosure Agreements	OTSAM	N/A

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Maintaining Security Awareness

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

<u>Rev. No.</u>	<u>Description of Changes</u>	<u>Revision on Pages</u>	<u>Date</u>
0	Initial Procedure		08/23/12
1	Minor revisions primarily to satisfy format changes.	All	1/11/2016